

15 December 1976

MEMORANDUM FOR: Director of Training

STATINTL FROM : [REDACTED]
Course Chairman

VIA : Chief, Intelligence Institute

SUBJECT : End-of-Course Report: Introduction to
CIA, Number 4, 29 November through
10 December 1976

1. The fourth running of Introduction to CIA concluded on 10 December 1976. The curriculum reflected the primary functions conducted within the Agency, including such topics as employee benefits and responsibilities, senior management problems, the intelligence cycle and support thereof, and the CIA's role and relationships within the Intelligence Community. This "functional" approach to the Agency's missions again proved to be a very effective means of explaining a complex organization to its new professional employees.

Class Evaluations

2. With regard to the students' appraisal of how well the course met its two objectives, they assigned an overall rating of 6.1 (based on a scale of 1 (slight) to 7 (highly satisfactory)). This rating, together with the participants' written and oral comments and the course chairman's observations, indicates that the course satisfied the objectives.

3. Many elements were very well received. The presentations rated "Most Useful" by most of the students included the lecture and tour of the Office of Central Reference, the discussions on the Freedom of Information and Privacy Acts and on the Intelligence Community, and the visit to the Office of Imagery Analysis. Over one-third of the class stated that

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all activities, including the directed reading, movies and videotapes were beneficial. Of all the information and ideas presented, the students seemed to be most appreciative of the names and telephone numbers of their counterparts or service referents in the various offices.

Class Composition

4. As indicated in the "End-of-Course Data" sheet (Att. 3), most of the participants are relatively new to the CIA with about two-thirds having joined within the last eight months. The eight students with over one year Agency experience regretted that they did not take the course earlier in their careers, but all, with one exception, stated that the course was still very helpful and worthwhile.

5. The four Directorates and the DCI area were represented, and 17 different offices sent participants. There seemed to be a consensus among the participants that the opportunity to interact with classmates, and lecturers, who represented a broad spectrum of Agency jobs, was a very meaningful experience.

6. The degree of student participation and questioning has been consistently high through each of the four courses. This group, however, asked the critical questions about the CIA's most pressing problems and thus demonstrated a seasoned maturity that one would expect of senior employees who have had time to identify important obstacles--some very subtle--within the Agency. Compared with experiences with other groups of young professionals, the course chairman rarely had to trigger student participation during the presentations.

Curriculum Changes

7. Unlike the previous three runnings which had a minimum of speaker cancellations, this session turned out eight substitutes. Fortunately, all but one presented their subjects as skillfully or more effectively than have their predecessors.

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8. The segment on counterintelligence was cancelled because no substitute speaker was available. In its place, the majority of the students responded to an optional visit to OTR's computer facilities maintained by the Information Science Training Branch. Given the large group that encompassed disparate backgrounds in computer systems and the limited time period, the visit proved not worthwhile and probably will not be included in future programs.

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9. Coverage of clandestine operations began with the first 30 minutes of [REDACTED] richly illustrated slide presentation, "The DDO Story." This basic review of the historical precedents of espionage nicely complemented [REDACTED] overview of [REDACTED] collection which immediately followed. The class reaction to both segments was highly favorable; most likely the audio/video package will be used to introduce clandestine operations in future runnings.

10. The topic of the CIA's financial operations was added to the curriculum. Even though the subject was well presented and generated questions, the students and staff agreed that the information surfaced was not particularly helpful to the more junior professionals. Given the heavy bulk of significant information the new employees must try to absorb, budget and finance procedures are expendable and probably will be excluded from future programs.

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11. The evening session, first introduced in the third running, was again highly successful and attended by a substantial number of spouses. [REDACTED] delivered a relaxed and comprehensive unclassified presentation on the basic missions and organization of the CIA and the Intelligence Community. He then led the group through a discussion of the extent to which overt employees may talk about their work in CIA with non-Agency associates. The gathering was very appreciative of [REDACTED] presentation and of the informal and enjoyable setting.

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Conclusions

12. A review of the student and staff appraisals of the first four runnings of Introduction to CIA indicates that no major changes in content or sequencing are needed at this time. It appears that the stated objectives are responsive to the priority learning needs of the new professional employee and that the course is effectively meeting those objectives. However, the staff recognizes the danger in letting a course ride on its initial success without critical evaluation on a continuing basis. Therefore, we will continue to analyze the curriculum against student reactions and the changing needs of new employees, and to introduce minor changes that hopefully will result in a better product. To this end, the staff welcomes and encourages suggestions from all OTR personnel.

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Attachments

- 1 - Course Schedule
- 2 - Class Roster
- 3 - End-of-Course Data
- 4 - Student Evaluations

INTRODUCTION TO CIA


(Course Number Four)

29 November to 10 December 1976

Chamber of Commerce Building
Room 902

Telephone Number: 351-2452

25X1A

 Chairman
Cochairman
Training Assistant

Office of Training
Intelligence Institute

S-E-C-R-E-T

INTRODUCTION TO CIA

Course Objectives

A member of the Introduction to CIA Course is expected to:

1. Gain a basic understanding of CIA, its organization and functions, as well as its relationship to the Intelligence Community; and
2. Acquire an understanding of the fundamentals of the intelligence process.

Monday, 29 November 1976

9:00-9:30

Introduction to the Course

██████████ 25X1A
 Intelligence Institute,
 Office of Training,
 Administration
 Directorate

The Staff will discuss the objectives and the structure of the course, and outline administrative procedures.

9:30-9:45

Class IntroductionsClass and Staff

An important element of this course is the opportunity for all participants to share past experiences. We hope that many of you will call on the friends and contacts made over the next two weeks in carrying out your future responsibilities.

9:45-10:45

Missions and Functions of CIA

██████████ 25X1A
 Chief, Intelligence
 and Midcareer Branch,
 Intelligence Institute,
 Office of Training,
 Administration
 Directorate

25X1A The course begins with a broad overview of the intelligence process. ██████████ will survey the overt and covert means of collection, and the collation and analysis of this raw data. He will then describe the various types of production, including political, biographic, economic, military, scientific and technical. Later in the course, these elements will be discussed in greater detail.

11:00-12:00

Small Discussion Groups:What do I want to know about the CIA?

The class will meet in small groups to share the images of the CIA that they brought into the Agency, and the questions they would like to have addressed in this course about the structure, missions, and administration of the Agency.

12:00-1:00

LUNCH

1:00-2:00

Reporting SessionClass and Staff

The class will exchange information surfaced during the preceding small group meetings. The Staff will record your questions and special concerns and alert guest speakers to your particular interests.

2:00-2:15

Security Clearance Briefing

[REDACTED]
Security Officer,
Office of Training,
Administration
Directorate

25X1A

The representative of the Office of Security currently detailed to the Office of Training will briefly explain the special clearances that participants have received for the duration of this course.

CIA AND ITS EMPLOYEES

In this section of the course, we will focus on you as employees. He will discuss your responsibilities to the Agency, and the various types of assistance and services available to you. Representatives from the Offices of Personnel, Medical Services, Training, and Security, will describe their on-going programs. In addition, problems involving the Inspector General's Office and Equal Employment Opportunity will be reviewed.

2:30-3:30

Training Agency Personnel

[REDACTED]
Deputy Director of
Training,
Office of Training
Administration
Directorate

25X1A

One of the major concerns of new employees is to learn what kinds of training are available to Agency officers. [REDACTED] will describe new training requirements and what is being done to meet them. He encourages your personal questions about specific courses.

25X1A

Tuesday, 30 November 1976

8:30-9:30

Reading Period

This is the first of six scheduled periods for individual reading--not enough time for you to digest every article in your notebook. We have listed in the schedule the publications that would be most beneficial to you and hope that you will take the time to at least scan the remaining literature. If you need extra time, please feel free to come in early in the morning, stay after the afternoon presentations, or even to drop in during the weekend.

1. Study Guide: Selected Terms and Abbreviations
(CONFIDENTIAL) (Tab A)
2. Study Guide: The Organization of CIA
(SECRET) (Tab A)
3. Perspectives for Intelligence 1976 - 1981,
October 1975, USIB/IRAC-D-22, 1/44 (SECRET NOFORN)

9:30-10:30Personnel Management

25X1A

Office of Personnel
Administration
Directorate

Personnel people serve your career needs from the time you enter on duty until your retirement. A representative of the Office of Personnel will comment on current trends in the Agency's approach to personnel management, including recent changes in the career service structure and the impact of "management by objectives" on personnel administration.

10:45-11:45

Equal Employment Opportunity

25X1A

Equal Employment
Opportunity Specialist,
Office of Equal
Employment Opportunity,
Office of the Director
of Central Intelligence

During this session our speaker will discuss CIA's program for assuring equal employment opportunity, and the progress to date toward raising the level of minority employment. In addition, the complaint system for those who feel they have been discriminated against because of race, color, religion, sex, age, or national origin, will be explained.

S-E-C-R-E-T

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11:45-1:00 LUNCH: Optional Video Tape:
George Bush Interviewed on Issues and Answers,
19 September 1976, Channel 7; ABC.

1:00-2:15 Office of Security

[REDACTED] 25X1A
Deputy Director for
Policy and Management
Administration
Directorate

Our speaker will present a broad overview of the missions and functions of the Office of Security, touching on new developments and current trends in all branches of security-- personnel, technical, and physical. He will examine new challenges and the changing nature of the security threat that faces the Agency today.

2:30-3:45 Physical and Mental Health

Panel:

[REDACTED] 25X1A
Psychological
Services Staff

[REDACTED] 25X1A
Psychiatric Division

[REDACTED] 25X1A
CHIEF, SELECTION & OPERATIONS DIVISION
PROCESSING DIVISION Office of Medical
Services,
Administration
Directorate

The Office of Medical Services operates an extensive network of clinical, psychological, and psychiatric services at home and abroad. Our panel will highlight various facets of this vital support to Agency people.

S-E-C-R-E-T

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Wednesday, 1 December 1976

8:30-9:15 Reading:

1. "Is Espionage Necessary for our Security?",
Herbert Scoville, Jr., Foreign Affairs, April 1976
2. The Director's Statement Concerning Management of
the Agency, 10 October 1975
3. CIA Intelligence Support for Foreign and National
Security Policy Making, Center for the Study of
Intelligence, Intelligence Institute, Office of
Training, January 1976 (SECRET)

9:15-10:15 Financial Operations

25X1A
Executive Officer,
Office of Finance
Administration
Directorate

The job of administering finances is complex; and, given the increasing pressures on the Federal Government to account for every dollar and cent, accurate financial operations are critically important. The Director of Finance will review one of the most important questions on the minds of all employees--will I always get my paycheck?

AGENCY MANAGEMENT CONCERNS

The problems confronting CIA's senior management have changed dramatically during the last two years. Today we will focus on selected issues that have had a major impact on the Agency's methods of operations. The topics include CIA and the media, Congressional oversight of Agency operations, judicial decisions involving CIA's past activities, and the Freedom of Information and Privacy Acts.

25X1A

10:30-11:30 CIA and Congress

ASSISTANT Deputy Legislative
Counsel, Office of
Legislative Counsel
Office of the Director
of Central Intelligence

What is the current status of our congressional relations? What are our responsibilities to the special committees that oversee the Agency? How has Congress' view of the Agency and use of the Agency changed over the past several years? What will this relationship look like in the future? Our speaker will discuss these questions and others pertinent to this timely topic.

11:30-1:00

LUNCH: Optional Video Tape:
George Bush Interviewed by
Tom Snyder: "The Tomorrow Show"

1:00-2:15

CIA and the Media

[REDACTED] 25X1A
Office of the
Assistant to the
Director

The Agency's image as reflected in the press is a continuing concern with far-reaching implications. Our speaker will discuss various aspects of this problem and how the Agency attempts to deal with it.

2:30-3:45

Freedom of Information and
Privacy Acts

[REDACTED] 25X1A
Chief, Information and
Privacy Staff,
Administration
Directorate

The Freedom of Information Act and the more recent Privacy Act have already had considerable impact on the working methods and procedures of Government agencies, including the CIA. Our speaker will examine the purposes and requirements of the Acts and will explore some of the problems they raise for management and personnel in the future.

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Thursday, 2 December 1976

8:30-9:15

Reading:

1. List and Summary of National Security Council Intelligence Directives (SECRET)
2. Director of Central Intelligence Directive No. 1/8, The National Foreign Intelligence Board (Effective 6 May 1976)
3. United States Foreign Intelligence Activities, Executive Order 11905, 19 February 1976

9:15-10:30

CIA in Court

25X1A

Office of General Counsel,
Office of the Director of Central Intelligence

The speaker will discuss the issues and problems created by the recent investigations of the Agency and changing political attitudes about intelligence and foreign affairs. The changing legal climate as well as new legislation impacting on the Agency will also be discussed.

10:45-11:45

The Office of Inspector General

25X1A

Inspector, Office of Inspector General,
Office of the Director of Central Intelligence

The Inspector General is charged with overseeing Agency activities as directed by the DCI, investigating employee grievances and supervising audits of expended funds. The speaker will discuss the function of his expanding office in reviewing these activities in response to the recommendations of the Rockefeller Commission and in investigating employee grievances. He will describe some types of problems and situations which arise and require remedial action by top management.

11:45-1:00

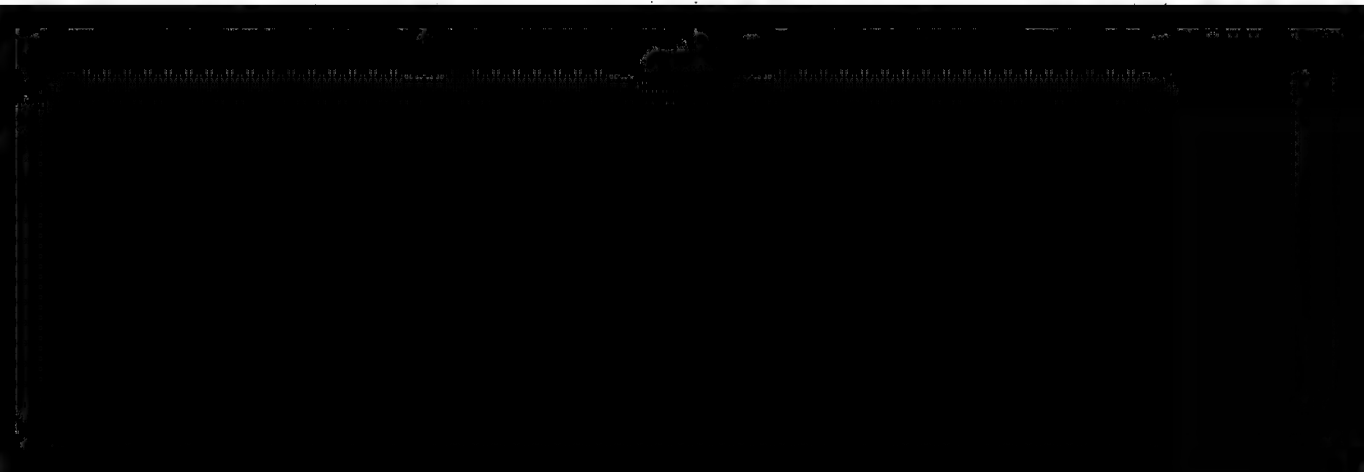
LUNCH: Optional Video Tape:
Address by Deputy Director of Central Intelligence (Enno H. Knoche) to Employees, 14 September 1976

THE INTELLIGENCE CYCLETHE COLLECTION OF INTELLIGENCE

Intelligence collection rests at the base of the intelligence process where most of the money and manpower is expended. We begin with the area of human collection (to include both overt and clandestine collection) for which the Agency has a unique responsibility. We will then look at technical collection systems today and how they impact on us all as intelligence officers.

OVERT COLLECTION OF INTELLIGENCE

25X1A



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Friday, 3 December 1976

"THE DDO STORY"


25X1A

8:30-9:15

Reading:

SLIDE PRESENTATION AND QUESTION/ANSWER PERIOD

25X1A

1.  Text of Lecture on Evaluating the Intelligence Successes and Failures, 16 April 1976 (SECRET)
2. U.S. Foreign Intelligence Priorities for Fiscal Years 1976-1980, Effective 14 April 1975 (SECRET)
3. Views on Emerging Areas of Science and Technology Potentially Important to National Security, December 1975, STIC 75-4 (CONFIDENTIAL)

25X1A



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12:00-1:30

LUNCH: Optional Film: THE KREMLIN

This film will set the stage for the presentation this afternoon on the Soviet Union as a priority target for intelligence collection.

1:30-2:45

The Soviet Target:
Operational Priority

Branch Chief, Soviet
and East European
Division,
Operations Directorate

25X1A

A representative of the Soviet and East European Division of the Operations Directorate will discuss priority efforts in the Operations Directorate against the Soviet target. He will describe the work and life of the typical Soviet official abroad and how these influence our efforts against them.

3:00-4:00

Counterintelligence

Counterintelligence
Staff,
Operations Directorate

25X1A

An experienced field officer will explain the essential elements of counterintelligence. He will also outline the organization and functions of the Counterintelligence Staff and the Agency's role as coordinator of U.S. counterintelligence operations abroad.

3:00-4:00 OPTIONAL TOUR OF OTR COMPUTER FACILITIES
AND DISCUSSION OF OPERATIONAL PROGRAMS
STAFF OF INFORMATION SCIENCE BRANCH,
FUNCTIONAL TRAINING DIVISION,
OFFICE OF TRAINING

S-E-C-R-E-T

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Monday, 6 December 1976

8:30-9:00

Mid-Course Review and Evaluation

Class and Staff

The staff is interested in your views regarding the first week--what segments were most useful to you, and what are your recommendations for improvement?

TECHNICAL COLLECTION

9:15-10:15

FILM: "A Point in Time"

This CIA-produced film traces the development of today's overhead reconnaissance systems.

10:30-11:30

ELINT

Office of ELINT
Science and Technology
Directorate

25X1A

25X1A

[REDACTED] will explain what ELINT is and how it operates to collect scientific and technical intelligence information

25X1A

The Agency OEL program objectives, collection operations, and contributions to intelligence will also be discussed.

11:30-12:30

LUNCH: Optional Film: "The Blackbirds Are Flying"

This 15-minute movie is an historical review of the development of the SR-71 by Lockheed's California Company at Beale Airforce Base.

12:30

Bus leaves from Chamber of Commerce Building
(meet at rear of Building)

25X1A

S-E-C-R-E-T

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1:15-4:00

Imagery Analysis

25X1A

Deputy Director,
Office of Imagery
Analysis,
Intelligence Directorate

The contribution to intelligence of aerial photography and other imagery will be the subject of this lecture. The speaker will explain the way in which the tasks of imagery exploitation have been allocated within the Intelligence Community and the distinct functions of the Office of Imagery Analysis (OIA) and the National Photographic Interpretation Center (NPIC). Vu-graphs will be used to demonstrate the arts of the photo interpreter and his contribution to analysis as well as to collection.

4:00

Bus to Chamber of Commerce Building.

S-E-C-R-E-T

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Tuesday, 7 December 1976

8:30-9:00

Reading:

1. Key Intelligence Questions for Fiscal Year 1976, October 1975, USIB-D-22, 1/43 (SECRET NOFORN)
2. Some Likely Key Intelligence Questions for the 1980's, Planning Study for Research and Development, 1 June 1974, RDP 1, (SECRET NOFORN DISSEM, BACKGROUND USE ONLY)
3. Guidelines for National Intelligence Production, 4 June 1976 (CONFIDENTIAL, NOFORN)
4. The CIA Operations Center (CONFIDENTIAL)

9:00-10:15

Requirements and Evaluation:
From Collection to Production

25X1A
CONFIDENTIAL
OFFICE
Assistant Comptroller
Requirements and
Evaluation,
Office of Comptroller,
Office of the Director
of Central Intelligence

25X1A

[REDACTED] will review with the students the three major categories of intelligence collection, discuss the merits and disadvantages of each, and make some tentative assessments on their relative usefulness in the finished intelligence product.

THE PRODUCTION AND PROCESSING OF INTELLIGENCE

The final step in the intelligence cycle is the production of finished intelligence. We will also discuss the processing of information throughout the Agency. During this portion of the course, we consider four types of finished intelligence--current, research, economic, and scientific.

10:30-11:45

The Intelligence Directorate:
Before and After

25X1A
Intelligence Training
Branch, Office of
Training,
Administration
Directorate

The Intelligence Directorate, primarily responsible for the analysis and collation of data and for the production of finished intelligence, is currently undergoing several fundamental changes in organization. Our speaker, on rotation from the Intelligence Directorate, will describe the

Directorate's former lines of command and organization, and discuss the new structure that is being implemented. He will discuss the basic reasons behind the reorganization and the problems it is intended to overcome. He will offer his personal views regarding the possible results (e.g. more timely and accurate analysis? more useful publications for policy makers?) the new structure may produce.

12:00-1:00 LUNCH

1:00-2:00 Weapons Intelligence

[REDACTED] 25X1A
Ballistic Missiles
Branch,
Office of Weapons
Intelligence,
Intelligence Directorate

The importance of scientific and technical analysis will be illustrated by a close look at the work performed in the Office of Weapons Intelligence. Our speaker will focus on how raw data on the weapons systems of the USSR and the PRC are interpreted and analyzed. As a producer of finished intelligence, OHI's relationships with other producing components in CIA and in the Intelligence Community will be described. In addition, our speaker will offer his personal views regarding why his office was moved from the Directorate of Science and Technology to the Intelligence Directorate.

Evening Session

25X1A

5:30-7:00 pm, Room 902, Chamber of Commerce Building
[REDACTED] Office of Training

All class members are invited to attend this informal session, and the married participants are encouraged to bring their husbands or wives. We will have an unclassified discussion of CIA's missions and functions, and share our personal experiences with the Agency.

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Wednesday, 8 December 1976

MEET AT HEADQUARTERS, ROOM GA-13

8:30-10:00

The Nature and Problems of
Intelligence Research

Office of Strategic
Research,
Intelligence Directorate

25X1A

25X1A

will describe the environment of the research process, and discuss the dynamics of resolving various intelligence problems. He will also describe the character of the research as it evolves throughout the development of a program. Examples will be drawn from case studies.

10:15-12:00

The Office of Central Reference

Deputy Director
Office of Central
Reference,
Intelligence Directorate

25X1A

The Office of Central Reference (OCR) has a dual function: It is a principal source of support to collectors and analysts; and, it also produces finished biographic intelligence. In outlining the office's interesting and varied functions, explains ways that OCR can be of service to you. In addition, we will divide into two groups and tour the CIA Library, and the Document Library in the Terminal Access Point (TAP) Room.

25X1A

12:00-1:00

LUNCH

1:00-2:00

Economic Intelligence

Special Assistant,
Office of Economic
Research,
Intelligence Directorate

25X1A

Our speaker will describe how the policy makers' interest in economic intelligence has shifted and how the Office of Economic Research has met the new and increasing demands for analysis of economic developments abroad. He will describe his Office's direct support to senior Government officials, as well as changes in the requirements for the collection of economic data.

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2:15-3:45

CIA Operations Center

25X1A

Deputy Chief,
CIA Operations Center,
Intelligence Directorate

The Agency's 24-hour control center alerts Agency officials to critical events and is CIA's after-hours contact point to the Intelligence Community and the White House. After a discussion of the Center's functions and operations, the class will divide into small groups for a tour of the Center.

Thursday, 9 December 1976

SUPPORT TO INTELLIGENCE

Intelligence collection, processing, and production require a variety of support mechanisms. During the next day you will hear about some of these activities.

8:45-10:00

Office of Technical Service

██████████ 25X1A
Office of Technical
Service,
Science and Technology
Directorate

The Office of Technical Service primarily provides technical support to operations of the Operations Directorate. You will have an overview of these activities and learn of the kinds of equipment and support which the Office can supply.

10:15-11:00

FILM: Printing for Intelligence

An inside look at CIA's own printing facility, this film shows the process of turning raw copy into finished publications.

11:00-12:15

Computer Support to Agency
Activities

██████████ 25X1A
Executive Officer,
Office of Data
Processing,
Administration
Directorate

The computer has far-reaching applications as an information processor, as an analytical tool, and as an aid to managers and management. ██████████ will acquaint you with current and projected uses of computer systems in the Agency and describe the role and responsibilities of his office. He will also describe some existing programs and how ODP can be helpful to you as a potential user of computers.

25X1A

12:15-1:30

LUNCH: Optional Video Tape:
William Colby Interviewed by
Daniel Schorr. A CBS Special.

1:30-2:45

The Agency's Communications

[REDACTED]
Deputy Director of
Communications,
Administration
Directorate

25X1A

Communications are a vital link in all activities of the Agency, both at Headquarters and overseas. Our speaker will describe the various forms of communications handled by his office, the types of equipment employed, and the outlook for the future in terms of advancing technology.

3:00-4:00

Logistical Support

[REDACTED]
Executive Officer,
Office of Logistics,
Administration
Directorate

25X1A

Our speaker will acquaint you with the types of support provided by the Office of Logistics. These services include the motor pool, internal mail and courier systems, real estate procurement and maintenance, as well as printing and photographic support. Additionally, the changing image of Logistics will be discussed with respect to current trends such as the decline of overseas positions, increased automation, and the impact of recent federal regulations.

Friday, 10 December 1976

THE INTELLIGENCE COMMUNITY

Now that you have an appreciation for the issues and problems which face CIA today, and an understanding of the Agency's missions and functions, we will explore CIA's role in the Intelligence Community.

8:30-9:00

Reading

1. NIO Listing (SECRET) (Tab D)
2. Study Guide: "The United States Intelligence Community," a working paper by the Intelligence Institute, Office of Training, August 1976 (CONFIDENTIAL, NOFORN) (Tab A)
3. Guiding Principles of the Intelligence Community, 13 May 1976, Memorandum from George Bush to the National Foreign Intelligence Board Principals. (Tab A)

9:00-10:15

The National Intelligence Officer

25X1A
Assistant Executive
Officer for National
Intelligence,
Office of the Director
of Central Intelligence

The National Intelligence Officers (NIOs) charged with responsibility for specific geographic or functional areas are one of the tools used by the Director to coordinate the work of the Intelligence Community. Our speaker will explain how an NIO works as a personal representative of the DCI to establish informal contacts across Agency and departmental lines and to provide coordinated responses to the requirements of policy makers. She will also speculate on the future of the NIO system.

10:30-12:00

The Intelligence Community

25X1A

USAF (Retired)
Executive Staff,
Intelligence
Community Staff,
Office of the Director
of Central Intelligence

This overview of the Intelligence Community will focus on the different member agencies of the Community and their interaction and cooperation. In addition, the management and oversight of the Community will be discussed with special emphasis on the responsibilities of the Director of Central Intelligence.

12:00-1:30

LUNCH: Optional Video Tape:
Lt. General Vernon Walters:
Presentation to CIA Guest Speaker
Program, 8 June 1976

1:30-2:15

Film: George Bush Welcomes New Employees

This film was made especially for members of the Introduction to CIA course. the Director speaks very candidly about the many problems now facing CIA, and he offers his personal advice to people beginning a career with the Agency.

2:30-3:30

Written Evaluation and Final Administrative
Matters

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END-OF-COURSE DATADATE OF REPORT 10 December 1976COURSE: Introduction to CIA Number Four
(TITLE & NUMBER)RUNNINGS PER YEAR: 7**STUDENT ENROLLMENT**

ENROLLMENT CAPACITY	BEGINNING ENROLLMENT	UTILIZATION* (PER CENT)	NO. COMPLETING COURSE
36	31	86 percent	31

CLASS COMPOSITION

* ORGANIZATION	DD/A	DD/I	DD/O	DD/ S & T	DCI	OTHER					TOTAL
NO. OF STUDENTS	5	13	6	6	1	---	---	---	---	---	31

*Breakdown reflects CIA organizational changes effective December 1976

	GRADE	YRS IN AGC'Y	TIME IN JOB	AGE
RANGE	GS 7 to GS 13	1 month to 16 years	unknown	22 to 55 years
AVERAGE	GS 9.6	1.12 years	unknown	30

*BEGINNING ENROLLMENT

 = UTILIZATION
 ENROLLMENT CAPACITY

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I worked with [REDACTED] to
completely restructure the presentation
he gave in ITCIA #1, 2, & 3. I saw
100% improvement -- he did
discuss how to get computer assistance
(including tele. #'s) and broad areas
of computer application. Obviously,
the message did not get through
to this student. We will continue
to work with George -- he wants

LOVE

Gu

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*(In fact, in FCIA #3,
16 students rated ODP
briefing as "least useful." This
time, only 2 so rated it)
yu*

*(and 2 people rated it
"most useful" --)*

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

End-of-Course Report: Introduction to CIA, Number 4,
29 November through 10 December 1976

FROM:

Course Chairman
926 C of C

EXTENSION

NO.

2452

DATE 20 December 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/IMB

12/20

[Signature]

2.

C/II

[Signature]

3.

C/TSS

23 Dec

[Signature]

4.

C/PPG

12/28/76

[Signature]

5.

DD/OT

6.

EO/TR

12/28/76

[Signature]

7.

DDTR

28 DEC 1976

11/20

[Signature]

8.

DTR

10 JAN 1977

12 JAN 1977

[Signature]

9.

C/II

13 JAN 1977

[Signature]

10.

C/IMB

11/21

[Signature]

11.

Course Chairman

21 Jan 21 Jan

[Signature]

12.

File

26 Jan 26 Jan

[Signature]

13.

14.

15.

The evening session cited in para. 11 included spouses. A planned presentation in the Office of Finance and admin, was of 15TB/OTR, in lieu of a cancelled presentation, were not judged useful and will not be repeated. *[Signature]* good idea!

8-11
you do good work!

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